

# Two Bridges School



## Examination Policy

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## **Two Bridges School Examination Policy**

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the School's exam processes to read, understand and implement this policy.

The exam policy will be reviewed as required based on the key changes in examinations.

The exam policy will be reviewed by the Head Teacher and taken for approval to the Management Committee.

### **Examination responsibilities**

#### **The Head Teacher is responsible for:**

- Managing the external validation of courses followed at KS4/post 16
- Identification and testing of candidates, requirements for Access Arrangements.
- Provision of additional support - with spelling, reading, mathematics, Dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

### **Quality Nominee in responsible for:**

- The Quality Nominee is our point of contact at your centre for quality assurance. They are responsible for ensuring effective management of your BTEC programmes and actively promoting good practice within your centre.
- As they are involved in monitoring and supporting the programme teams, the Quality Nominee usually has responsibility for the BTEC curriculum at your centre.
- In larger centres, you may have a dedicated manager who oversees quality across higher level programmes. This is fine, but only one Quality Nominee can be identified on our systems so the Quality Nominee will need to liaise closely with the HE Manager to ensure that messages relating to higher level programmes are communicated effectively.
- The Quality Nominee contact details must be kept up-to-date on Edexcel Online.

### **Quality Management Review responsibilities**

- The Quality Nominee will be the main point of contact for the Centre Quality Reviewer. They will agree the agenda of the visit, negotiating when this will take place and which practitioners need to be involved, and complete the Centre Engagement Document.
- Following the visit they will manage the resolution of any Essential Actions and Recommendations.

### **Standards Verification responsibilities**

The Quality Nominee will be the initial point of contact for the Standards Verifier and will work with other centre staff to ensure that Standards Verification can take place.

### **Lead internal verifier is responsible for:**

- Managing assessment and internal verification of units and qualifications.
- Work with your Assessors and Internal Verifiers to agree an assessment and verification plan for all cohorts from the start of the programme.
- Ensuring that it is fit for purpose and meets regulatory requirements before you sign it off.

**The Exams Officer is responsible for:**

- Making all entries for examinations via SIMs exam manager to the boards.
- Ensuring all Access arrangements are communicated from home schools and registered with JCQ and any other organising body.

**Teaching staff are responsible for:**

- Submission of candidates' names to the Exams Officer along with tier of entry.
- Completion of exam entry paperwork as provided by the Exams Officer.
- Ensuring the specification guidelines are followed in the teaching delivery and that all aspects of the course are covered in a timely organised fashion across the year/s.
- Notification of access arrangements requirements (as soon as possible after the start of the course).

**Lead Invigilator/Invigilators are responsible for:**

- Working closely with the Exam's Officer in setting up of Examination Room's.
- Collection of papers and other materials from the exams office before the start of the exam.
- Ensuring all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and after the examination.
- Ensuring they follow the invigilator training given.
- Collection of all exam papers in the correct order at the end of the exam and their safe return to the exams office.

**Candidates are responsible for:**

- Understanding coursework/CA regulations and signing a declaration that authenticates any coursework/CA as their own.

**Qualifications offered**

The Head Teacher decides the qualifications offered at Two Bridges School.

The qualifications offered are iGCSE, GCSE, Functional Skills, and Diploma.

The Awarding bodies are AQA, OCR and EDEXCEL.

Informing the exams office of changes to a specification is the responsibility of the subject teachers and must be done by 15 June.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates/parents/carers, SENCo, Subject teachers, Head of Keystage and the Head Teacher.

### **Exam seasons**

Internal exams and assessments are scheduled in December, March and May.

External exams and assessments are scheduled in May and June.

Internal exams are held under external exam conditions.

The Head Teacher and subject teachers decide which exam series are used in the centre.

On-demand assessments are to be scheduled in agreement with the Exams Officer.

### **Timetable**

Once confirmed, the Exams Officer will circulate the exam timetable for External exams and ensure a copy is sent to the student's home.

### **Entries, entry details and late entries**

The QCDA recommends the use of the Exam fees estimator tool and the exemplar case study, 'reducing late exam entries: Practical advice from your exams office colleagues.'

The Subject Teachers and Head Teacher select candidates for their exam entries.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre accepts entries from former candidates only.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to teaching staff via Email, Briefing meetings and Internal post/pigeon hole.

Late entries are authorised by the Head Teacher and Exams officer.

GCSE retakes are permitted where allowed by exam boards.

Retake decisions will be taken in consultation with candidates, parents/carers, subject teacher, Exams Officer and Head Teacher.

### **Exam Fees**

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

All exam entry fees are paid by Two Bridges School and passed on to home schools.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/ fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or other mitigating circumstances.

Re-sit fees are paid by the candidate.

### **Disability Discrimination Act**

All exam centre staff must ensure they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. The school has an Equal Opportunities Policy and recognises the Disability Equality Duty.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the requirements of the DDA by ensuring the exams centre is accessible and improving candidate experience. This is the responsibility of the Head Teacher and Exams Officer. Please see Disability Policy Examinations.

### **Access arrangements**

The SENCo (head teacher in absence of designated SENCo) will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements those individual candidates can be granted during the course and in the exam.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams officer.

Making access arrangements for candidates taking exams is the responsibility of the Exams Officer.

The Exams officer will arrange rooming for access arrangement candidates.

Invigilation and support for access arrangement candidates will be organised by the Head Teacher and exams officer.

Staff acting as readers / scribes are trained in line with JCQ Expectations.

### **Contingency Planning including Evacuation during Exams**

Contingency planning for exams administration is the responsibility of the Head Teacher with the Exams Officer for guidance please see Appendix 1.

### **Word Processors in Examinations**

The Exams officer will arrange rooming for candidates who use word processors and can refer to the Word Processors in Examinations Policy for guidance these are in accordance with JCQ guidelines.

### **Estimated Grades**

Subject Teachers are responsible for submitting estimated grades to the Exams Officer when requested.

### **Managing Invigilators**

Staff are used to invigilate examinations.

Invigilators are timetabled and briefed by the Lead Invigilator and Exams Officer.

### **Malpractice**

The Head Teacher or the Exams Officer are responsible for investigating suspected malpractice.

### **Exam Days**

The Exams Officer will book all exam rooms, allocate invigilators and supply all materials as required.

Staff are responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.



Subject teacher may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of the session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

### **Lockdown Policy (Specific to Exams)**

This policy details the measures taken at Two Bridges School in the event of a centre lockdown during the conducting of examinations and a copy is made available to all staff.

### **Procedures to verify the identity of all candidates at the time of the examination or assessment.**

Procedures to verify the identity of all candidates for exams administration is the responsibility of the Head Teacher with the Exams Officer for guidance please see Appendix 2.

### **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidate's personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

### **Managing Behaviour in Examinations**

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the minimum required exam time at the discretion of the exams officer or lead invigilator.

Candidates may only leave the exam room if a member of staff accompanies them at all times and only for genuine reasons.

### **Late Arrivals and Absent Candidates**

The Exams Officer is responsible for handling late or absent candidates on exam day in accordance with JCQ ICE guidelines, please refer to Absent Candidates and Candidates Arriving late for Exams Policy.

Should a candidate be late to an exam or ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the invigilator, to that effect.

### **Special Consideration**

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from their doctor.

The exam officer will then forward a special consideration form to the relevant awarding body within seven days of the exam

### **Separate Invigilation within the centre**

For clash candidates, the supervision of escorts, identifying a secure venue and arranging supervision are the responsibility of the Exams Officer.

### **Food and Drink in the Exam room**

Pupils are not allowed to bring drinks or food into the exam rooms, if a student requires a drink of water, they need to inform the invigilator and be escorted out of the exam room to the kitchen where they will be provided with water and escorted back.

### **Internal assessment replaces the largely discontinued term coursework**

It is the duty of subject teachers to ensure that all internal assessments are ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams officer by subject teachers as requested.

### **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office and displayed around Centre.

### **Results, enquiries about results (Ears) and access to scripts (ATS)**

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses.

The Head Teacher and exams officer make arrangements for the centre to be open on results days.

The provision of staff on results day is the responsibility of the Head Teacher and Exams Officer.

### **EARs**

EARs may be requested by staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates' consent is required before any EAR is requested.

If a result is queried, the exams officer, teaching staff and Head Teacher will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

### **ATS**

After the release of results, candidates may ask subject staff to request the return of papers for scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

### **Certificates**

Certificates are collected in person by candidates and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing.

For undelivered Certificates the centre retains these in the student's file for one year, before archiving in the exams office.

### **Exams Archiving**

Exam archiving is done in accordance with the Exam Archiving Policy.

**Reviewed: Jan 2023**

**Next Review Date: Jan 2024**

Approved on behalf of Management Committee

Name.....

Signature..... Date .....

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## Examination Policy Appendices

### Appendix 1 - Contingency Planning

#### Critical Function Analysis and Recovery Resources

Function Details					Resource Requirements				
	Critical Function	MTPD	RTO	Minimum Service Level	Staff	Data/ Systems	Premises	Equipment	3 <sup>rd</sup> Party Dependencies
1	Exams –enable external examinations to continue in line with the published timetable	1 day	½ day	Room with suitable desking; access to securely stored exam papers; 2 members of staff for invigilation	Min. x 2 for invigilation; Exams Officer or Head KS4	Access to seating plans; possibly student use of IT for exams Internet access to exam boards for communication	Heated room with access to water and toilet facilities Secure location to store examination papers	Tables / chairs / possibly IT Examination Regulations Examination contact details Examination papers and materials	May require liaison with examination board if papers destroyed in critical incident.
2	Deliver a timetable of education for examination year 11	7 days	1 day	1 member of qualified staff per 8 pupils with key resources	1 member of staff qualified to deliver subject standard per 8 pupils	Access to timetable details to ensure cover provided for absent staff	Heated room with access to water and toilet facilities	Tables / chairs / learning resources	N/A
3	Deliver a timetable of education for KS4	7 days	1 day	1 member of qualified staff per 8 pupils with key resources	1 member of staff qualified to deliver subject per to standard per 8 pupils	Access to timetable details to ensure cover provided for absent staff	Heated room with access to water and toilet facilities	Tables / chairs / learning resources	N/A
4	Deliver a timetable of education for KS3	7 days	1 day	1 member of qualified staff per 8 pupils with key resources	1 member of staff qualified to deliver subject to standard per 8 pupils	Access to timetable details to ensure cover provided for absent staff	Heated room with access to water and toilet facilities	Tables / chairs / learning resources	N/A

5	Maintain Attendance Records	7 Days	1 day	Maintain paper records at each site	1 trained member of staff	Access to attendance database if possible	N/A	Paper record sheets (grab bag)	N/A
6	Catering	7 days	1 day	Cold limited food service available at lunchtime; food provided for students eligible to FSM via local cafe			Large area for students to collect and eat food	Tables, Chairs water	Yes
7	Utilities	7 days	1 day	Loss of utilities depending on circumstances may result in immediate school closure (eg loss of water or loss of heat in winter). Decision as to length of time that loss can be tolerated before closure is dependent on nature of utility and seasonal factors.	Site maintenance support			Telephone Contact	Access to utility company representatives to address issues Yes
8	Communications	1 day	½ day	Ability to make and receive phone calls	ICT Support	Access to emergency landline (x 1 at each site); access to mobile phones (staff allocated)	n/a	Fully charged mobile phones; ICT network for normal service to resume.	Yes
9	Database restored to most recent backup	7 days	2 days	Access to EIS hosted services	IT support	PC, internet and Server access	n/a	It equipment	May require liaison with EIS


**Appendix 2**

Procedures to verify the identity of all candidates at the time of the examination or assessment.

At Pre admission stage of referral to Two Bridges School all students have their ID, DOB and address details verified with parents/carers and home schools.

This ID data is then used to check the identity of each student on the day of each exam by staff who know them well and by sight and are able to accurately identify the correct student is seated in the correct place in line with the exam seating plan.

Any discrepancy is dealt with promptly by the Head of Keystage 4 or Head Teacher who also have access to the ID details and know the students by sight.